

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
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2018 JUN - 1 AM 11: 04 Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building. In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached: ☑ The <u>original</u> Employee Pre-Travel Authorization (Form RE-1), AND 🖾 A <u>copy</u> of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invited list, etc.) Private Sponsor(s) (list all): American Council for an Energy Efficient Economy (ACEEE) Travel date(s): 05/22/2018 Name of accompanying family member (if any): Relationship to Traveler:

Spouse □-Child IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.) Expenses for Employee: **Lodging Expenses** Meal Expenses Other Expenses Transportation (Amount & Description) Expenses ☐ Good Faith \$325.01 Estimate Actual Amount Expenses for Accompanying Spouse or Dependent Child (if applicable): Meal Expenses Transportation Lodging Expenses Other Expenses Expenses (Amount & Description) ☐ Good Faith Estimate ☐ Actual Amount Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): ACEEE's 2018 Energy Efficiency Finance Forum (Printed name of traveler) (Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

(Signature of Supervising Senator/Officer)

(Revised 1/3/11)



Hello Candace,

ACEEE would like to officially invite you to moderate a plenary session on Residential Property Assessed Clean Energy at the 2018 Energy Efficiency Finance Forum on May 22nd in Tarrytown, NY. We are offering to waive your registration because you are going to be speaking at the conference.

The panel will be part of the morning session that takes place from 8:30am to 10:30am. There are a few speakers before you, so you will likely be speaking from 9:15 until the close of the session.

Please let me know if you have any further questions or concerns.

Thank you,

Brian Stickles

Senior Research Analyst, Economics & Finance Policy



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PAT ROBERTS, KANSAS JAMES E. RISCH, IDAHO

BRIAN SCHATZ, HAWAII JEANNE SHAHEEN, NEW HAMPSHIRE

DEBORAH SUE MAYER, CHIEF COUNSEL AND STAFF DIRECTOR **EMILY GERSHON, CHIEF CLERK**

United States Senate

SELECT COMMITTEE ON ETHICS

May 17, 2018

Candace Vahlsing Office of Senator Michael F. Bennet United States Senate Washington, DC 20510

Dear Ms. Vahlsing:

This responds to your recent correspondence concerning an invitation you received to travel to the Energy Efficiency Finance Forum, in Tarrytown, New York, on May 22, 2018, sponsored by the American Council for an Energy-Efficient Economy (ACEEE). ACEEE certified to the Select Committee on Ethics (the Committee) that it will pay the necessary expenses¹ related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. ACEEE has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist will accompany you at any point throughout your trip.²

Based on information and materials available to the Committee, and assuming the actual travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip may be accepted under relevant Senate Rules and the Committee's Regulations and Guidelines for Privately-Sponsored Travel, so long as at the time of the payment or reimbursement, ACEEE is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed Employee Pre-Travel Authorization and the Employee Post-Travel Disclosure of

The term "necessary expenses" has a specific definition. See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel - Glossary of Terms at 8.

² The term "any point throughout your trip" has a specific definition. See id. at 2.

Travel Expenses (Form RE-1 and Form RE-2), along with a copy of the Private Sponsor Travel Certification Form, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) within 30 days of the conclusion of Privately-Sponsored Travel.

Finally, Senate Rule 34 requires a reporting individual,³ on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,

Deborah Sue Mayer

Chief Counsel and Staff Director

Deborah Su Maryer

Enclosure: Travel Checklist

³ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$126,148 for CY 2018) or is a political fund designee and is required to file Financial Disclosure Reports.

Vahlsing, Candace (Bennet)

From:

Brian Stickles <bstickles@aceee.org>

Sent:

Monday, May 14, 2018 2:15 PM

To:

Vahlsing, Candace (Bennet)

Subject:

Re: Travel Itinerary for ACEEE Finance Forum

Thank you, this is perfect!

-Brian

From: "Vahlsing, Candace (Bennet)" < Candace_Vahlsing@bennet.senate.gov>

Date: Monday, May 14, 2018 at 2:13 PM To: Brian Stickles bstickles@aceee.org

Subject: RE: Travel Itinerary for ACEEE Finance Forum

How about

3:10 am Amtrak WAS TO NYP, NE Regional 190 7:15 am VIA Rail and Hudson to Tarrytown,

Taxi to conference and arrive at 8:10 am

Taxi to train station

12:43 pm Hudson and VIA rail to NYP

2:02 pm Amtrak NYP TO WAS, gets in 5:22 pm, NE Regional 93

From: Brian Stickles <bstickles@aceee.org>
Sent: Monday, May 14, 2018 10:42 AM

To: Vahlsing, Candace (Bennet) < Candace_Vahlsing@bennet.senate.gov>

. Subject: Re: Travel Itinerary for ACEEE Finance Forum

Hello Candace,

I hope you had a nice weekend! Sorry for bombarding your inbox, the ethics committee is quite particular.

If you wouldn't mind providing me with the following details:

- The time & location of your departing train
- The time & location of the train when you arrive at the conference
- How you will travel from the train station to the conference
- The time & location of the departing train from the conference and
- The time & location of the arriving train when you arrive back home.

Thank you,

Brian

From: Brian Stickles < bstickles@aceee.org>
Date: Friday, May 11, 2018 at 9:05 AM

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC MAY 7"18pm 2:58

Name of Traveler:	Candace Vahlsing
Employing Office/Committee:	Senator Bennet
	uncil for an Energy Efficient Economy (ACEEE)
Travel date(s): 5/22/2018	
Note: If you plan to extend the trip fo	or any reason you <u>must</u> notify the Committee.
Destination(s): Tarrytown, NY	
Explain how this trip is specifically connecte	ed to the traveler's official or representational duties:
The conference is hosted by ACEEE on energy efficiently and Property Accessed Clean Energy efficiency policy and helped negotate legislation	/ efficiency and finance. I would moderate a panel on May 22, 2018 on energy /. I am a Senior Advisor for Energy, Climate, and Environment. I work on energy n on Property Accessed Clean Energy.
Name of accompanying family member (if an	nv):
Relationship to Employee: Spouse	
I certify that the information contained in this	s form is true, complete and correct to the best of my knowledge:
05/16/2016	an'.
(Date)	(Signature of Employee)
TO BE COMPLETED BY SUPERVISING SENA Secretary for the Majority, Secretary for the Mino	ATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, ority, and Chaplain):
Senator Bennet	Candace Vahlsing hereby authorize
(Print Senator's/Officer's Name)	(Print Traveler's Name)
related expenses for travel to the event describ	accept payment or reimbursement for necessary transportation, lodging, and bed above. I have determined that this travel is in connection with his or her er, and will not create the appearance that he or she is using public office for
have also determined that the attendance of	the employee's spouse or child is appropriate to assist in the representation
of the Senate. (signify "yes" by checking box)	
05/11/0/201	MM F. B.
(Date)	(Signature of Supervising Senator/Officer)

(Revised 10/19/15)

(Signature of Supervising Senator/Officer)